



# Classification Risk Assessment Flowchart

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## **What is the Classification Risk Assessment Flowchart?**

CalHR's Classification Risk Assessment Flowchart helps organization use workforce data analysis to prioritize workforce planning efforts.

## **When should an organization use the Classification Risk Assessment Flowchart?**

The Classification Risk Assessment Flowchart should be used when an organization wants to prioritize classifications based on risk level to develop focused workforce planning strategies that will mitigate the risk to their workforce needs. This task is performed in Phase 2, Gather and Analyze Organizational Data for the Workforce Plan, of the State of California Workforce Planning Model.

## **Who should use the Classification Risk Assessment Flowchart?**

The workforce planning steering committee, or individual(s) involved in workforce planning for an organization, should utilize the Classification Risk Assessment Flowchart.

## **How does an organization use the Classification Risk Assessment Flow chart?**

Before using the Classification Risk Assessment Flowchart, order a comprehensive Management Information Retrieval System's (MIRS) report and perform the analytics suggested in the Workforce Data Analysis Methodology to collect some of the necessary data to use the Classification Risk Assessment Flowchart. Gather the following workforce data for **each classification** in the organization:

- ☐ Total employee count
- ☐ Age of every employee
- ☐ Length of State service of every employee
- ☐ Average age of retirement
- ☐ Average years of state service at retirement
- ☐ Vacancy rate
- ☐ Voluntary separation rate
- ☐ Current recruitment efforts
- ☐ Whether the classification is considered critical to achieving the mission of division(s) in the organization
- ☐ Whether the classification is a leadership position and/or a classification in a leadership career path
- ☐ Current efforts or activities to capture and share employee knowledge

Using the data, follow the Flowchart for a single classification at a time to determine each classification's risk level, based on information about employees or positions within the

classification. High risk classifications should be the organization's top priority when developing workforce planning strategies.

**For Assistance**

Contact CalHR's Statewide Workforce Planning Unit at [wfp@calhr.ca.gov](mailto:wfp@calhr.ca.gov) or (916) 322-0742 with any questions or feedback on the Classification Risk Assessment Flowchart.

## Start

